

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 28

October 10, 2002

SUBJECT: TERRORIST THREAT ASSESSMENT CENTER

PURPOSE: The proliferation of threats against the United States has revealed several critical needs related to terrorism prevention and response. One of the most urgent is the need to establish an efficient system whereby terrorist related information is received, analyzed, investigated and disseminated. It has become crucial that every level of government work vigorously to establish compatible functions to process terrorist related information. In view of that, the Department has established the Terrorist Threat Assessment Center (TTAC) as the clearinghouse for terrorist related information specific to the City of Los Angeles or that may impact the City of Los Angeles.

This Order activates the TTAC and establishes procedure for reporting information to the TTAC. The primary intent of this Order is to ensure timely notification to the TTAC.

PROCEDURE:

- I. TERRORIST THREAT ASSESSMENT CENTER ESTABLISHED.** The TTAC is activated under Anti-Terrorist Division, Criminal Intelligence Group.
- II. TERRORIST THREAT ASSESSMENT CENTER RESPONSIBILITY - FUNCTION.** The TTAC is responsible for functioning as the clearinghouse for all terrorist related information and shall be responsible for:
 - * Receiving, analyzing, disseminating and relating terrorist-related threats and information;
 - * Conducting a limited preliminary intelligence investigation of terrorist related threats or information;
 - * Publishing TTAC directives;
 - * Providing advice to employees of the City of Los Angeles with regard to terrorist related threats or information; and,
 - * Maintaining special liaison with the Los Angeles County Terrorism Early Warning Group, the California Anti-Terrorist Information Center, the Federal Department of Homeland Security and the Federal Bureau of Investigation.

III. EMPLOYEE'S RESPONSIBILITY. All employees receiving any information that is potentially related to terrorism or threats of terrorism shall:

- * Make notification to the TTAC without unnecessary delay;

Note: For the purposes of making notifications, all employees are permitted direct and immediate access to the TTAC. Notwithstanding the authority for direct access to the TTAC, employees shall advise their supervisor of the notification to the TTAC as soon as practical.

- * If necessary, complete all reports, criminal investigations, notifications, and other tasks required under existing policy unless otherwise directed by the TTAC.

IV. SUPERVISOR'S RESPONSIBILITY. Supervisors, when informed by an employee that terrorist related information has been received, shall ensure that the employee makes the required notification to the TTAC.

Note: No further notification or documentation is required.

Employees may contact the TTAC at (213) 485-4391, Monday through Friday between the hours of 0600-1800 hours. The Department Command Post may be contacted during off-hours.

AMENDMENTS: This Order amends Sections 2/660.25 and 4/271.20 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Criminal Intelligence Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

MARTIN H. POMEROY
Chief of Police

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